

**Official/Approved Minutes**  
**Town of Waterford Sanitary District No. 1**  
**Commissioners Meeting**  
**Wednesday January 13, 2016 @ 8:00 a.m.**  
**Town Hall Meeting Room**  
**415 N. Milwaukee Street, Waterford, WI**

Commissioners Present: Dickinson, Santaga, McNeiley  
Also Present: Rollie Timm

Meeting called to order at 8:05 a.m. by Commissioner Dickinson

**Announcements**

Commissioner may go into closed session to discuss all staff performance, compensation, and bonuses. Commissioners will discuss the aforementioned and following the discussion Commissioners may go into closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of discussing staff performance, compensation, and bonuses. Operations Superintendent may participate in a portion of the closed session.

**Minutes of Previous Meeting**

*Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to approve minutes of December 9, 2015 Regular Monthly Commissioner's Meeting as presented. No one opposed. Motion carried.*

**Old Business**

1. Update by KJ Tax - Discuss and possibly take action on report by KJ Tax including but not limited to actions necessary to procedures, banking, or other matters as a result of the report and possible action resulting from those discussions. (DD)

*No action taken.*

**New Business**

1. Discuss and potentially act on invoice(s) by Johnson & Sons Paving LL for their contracted work.

*Motion made by Commissioner Santaga, seconded by Commissioner McNeiley, provided Commissioner Dickinson doesn't find anything out of the ordinary in the final invoice from Johnson & Sons Paving that short of the hold back amount, the invoice as presented be paid in full. No one opposed. Motion carried.*

**Operations & Maintenance Report**

*Motion made by Commissioner Santaga, seconded by Commissioner McNeiley, to allow any Commissioner to sign the Planned Maintenance Agreement with Total Energy Systems or provider suggested by our Superintendent on an annual basis. No one opposed. Motion carried.*

**Treasurer Report**

## **Report from Western Racine County Sewerage District (WRCSD)**

### **Potential adjournment to Closed Session**

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### **Commissioners vote to adjourn to closed session:**

#### ***Discussion prior to going into closed session:***

*Motion made by Commissioner Santaga, seconded by Commissioner McNeiley, that we follow our handbook and in addition to that we will rely on the Superintendent to determine whether employee/s will be sent home early due to a lack of work. If that is the case, regardless of whether the employee has worked one or eight hours, should they be called back that would be emergency comp time paid at time and ½. No one opposed. Motion carried.*

*Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to move out of closed session at 9:35 a.m. No one opposed. Motion carried.*

### **Return to open meeting**

1. Discuss and potentially act pursuant to Operations staff performance, compensation, and bonuses.

*A motion was made by Commissioner Santaga, seconded by Commissioner McNeiley that pay increases go into effect, and bonus based on 2015 performance, be paid as soon as practical for Operations Assistant, Administrative Assistant, and Operations Superintendent. Pay increases and bonus were in accordance with the matrix discussed for the individuals during closed session. In addition we would like to enact for 2016 the previously passed formula we set up in 2015 for the then, Operations Superintendent, as a bonus incentive and for the Operations Superintendent. For the Operations Assistant and Administrative Assistant, discretionary split of that money by the Commissioners a total of \$1000. Both of these to be paid in 2017 for performance in 2016. No one opposed. Motion carried.*

### **Adjournment**

*Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to adjourn at 9:38 a.m. No one opposed. Motion carried.*